

~~ORDINANCE~~ ORDINANCE
NO. 00695

AN ORDINANCE relating to the keeping and maintenance of the permanent records of the King County Council.

BE IT ORDAINED BY THE COUNCIL OF KING COUNTY:

Section 1. The responsibility for preparation of permanent records of the proceedings of the King County Council as required of the former County Auditor by R.C.W. 36.32.110 is defined by the County Home Rule Charter, Sections 220.30 and 220.40 to rest with staff established by the Council. The Council Administrator, as established by the 1971 Appropriations Ordinance is the employee responsible.

Section 2. The responsibility for storage and retrieval of the records has been established by the 1971 Appropriations Ordinance, and this Ordinance with the Executive Branch in the Department of Records and Elections.

Section 3. Permanent records of the Council are defined to be those records which have a retention period of six (6) years or longer, PROVIDED that such records on magnetic tape will be maintained by the Council Administrator.

Section 4. Records established to be permanent records shall be identified as to import, content and term of retention and shall be turned over to the Department

which shall provide the Administrator with a receipt for
the documents.

PASSED this 25th day of January, 1971.

KING COUNTY COUNCIL
KING COUNTY WASHINGTON

Robert B. Quinn
Chairman of the Council

ATTEST:

Ray Olsen
ACTING Clerk of the Council

APPROVED this 4th day of February, 1971.

[Signature]
King County Executive

ORDINANCE READINGS

1st 1-11-71
2nd 1-25-71
3rd 1-25-71
Effective Date.....